

# Office of the State Comptroller - Attorney - Investigations Division

## **Description:**

The Investigations Division of the Office of the State Comptroller detects and uncovers misconduct, abuse and waste at all levels of New Jersey government by investigating the mismanagement of public funds and the performance of government officers, employees and programs. The Investigations Division Attorneys conduct, in conjunction with investigators and financial analysts, confidential and sensitive investigations of public entities, including but not limited to state authorities, agencies, local and municipal governments, and school boards, for the purpose of detecting, reporting upon and remediating fraud, abuse, waste and corruption.

## **Responsibilities:**

- Identify potential investigative issues, subjects and targets; receive and analyze complaints and referrals to determine investigatory merit.
- Develop and implement investigative plans in conjunction with investigators and financial analysts.
- Obtain (via subpoena as necessary), review and analyze documents related to inquiries and investigations conducted by the office.
- Conduct comprehensive investigative interviews (including the taking of sworn testimony) and prepare detailed summary reports.
- Interact with counsel for represented parties, as well as internal agency counsel.
- Prepare comprehensive investigative reports, synthesizing and detailing investigative procedures, findings and recommendations for corrective action; prepare and monitor remedial follow-up plans.
- Develop a continuing and comprehensive expertise in applicable laws, regulations, standards, and “best practices” related to ongoing investigations, as well as a working understanding of the mission, enabling legislation and powers, obligations and duties of the office.

## **Requirements:**

- Excellent writing skills.
- Experience with criminal and/or civil investigations.
- Experience eliciting testimony, either via deposition or court proceeding.
- Admission to practice of law in the State of New Jersey.
- Two years’ experience as an attorney in civil litigation and/or administrative law preferred.

Interested candidates should submit a cover letter, resume and at least three (3) references to:

Elissa Westbrook Smith  
Chief of Staff  
Office of the State Comptroller  
20 W. State St.  
P.O. Box 024  
Trenton, NJ 08625  
E-mail: [comptroller.staff@osc.nj.gov](mailto:comptroller.staff@osc.nj.gov)

**Please note:** Residency Requirements - New Jersey First Act - Be advised, the New Jersey First Act, P.L. 2011, c.70, effective September 1, 2011, requires all employees of State and local government reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment. Questions regarding the exemption process should be directed to the Employee Residency Review Committee at (609) 777-2960.